



PLACER COUNTY PLANNING DEPARTMENT

Reserved for Date Stamp

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VOLUNTARY MERGER APPLICATION

Receipt # _____

Filing fee: \$ _____

File #: VM - _____

PURSUANT TO A POLICY OF THE BOARD OF SUPERVISORS, THE PLANNING DEPARTMENT CANNOT ACCEPT APPLICATIONS ON TAX DELINQUENT PROPERTY. APPLICATIONS AFFECTING PROPERTY WITH ZONING VIOLATIONS, OR OTHER VIOLATIONS OF COUNTY CODE. MAY BE REJECTED.

-----TO BE COMPLETED BY THE APPLICANT-----

1. Property Owner(s) Merging Property _____

The names listed above must be as they appear on the title to the property.

2. Assessor's Parcel Number(s) _____

3. Reason for Merger: _____

SIGNATURE (Indicate if property owner, or buying subject to contract of sale)

-FOR COUNTY USE ONLY--

Planning Department -

Approval _____ Denial _____ Planner: _____

Comments: _____

Public Works Department

Legal Description of Newly Combined Parcel: Approved _____ Rejected _____ Initials _____

Comments: _____

INSTRUCTIONS FOR FILING A VOLUNTARY MERGER APPLICATION

PURPOSE

For a variety of reasons, a property owner may wish to voluntarily merge two separate contiguous subdivision parcels so that they can henceforth be utilized as a single parcel. Pursuant to Government Code Section 66499.20 $\frac{3}{4}$, the Voluntary Merger process provides the authority to the Planning Director to review and approve such request. Upon approval, a certificate of merger shall be recorded with the County Recorder.

SUBMITTAL REQUIREMENTS:

1. One completed Initial Project Application (IPA) and one Voluntary Merger application along with the current filing fee.
2. Four copies of the current owner's deeds.
3. Four copies of the Assessor's Parcel Map.
4. One completed Exhibit "A" – New Legal Description

PROCESSING:

After the applicant provides the above-described application submittal and fees, the Planning Department will distribute the request to the following Departments for evaluation:

- 1) **Planning Department** PRC Chair to determine consistency with the General Plan
- 2) **Public Works Department** to review the new legal description to determine its adequacy, and
- 3) **Assessor's Department** to determine whether any Tax Rate Areas would be affected.
- 4) **Treasurer- Tax Collector** to determine if there are any outstanding liens on the parcels

Once clearance is provided by the Department of Public Works and the County Assessor's Office, the PRC Chair would issue the Certificate of Voluntary Merger. The Certificate of Voluntary Merger will be mailed to the property owner who will be instructed to sign and notarize the document and then record it with the County Recorder's Office. If the property owner is seeking a permit that requires evidence of a Voluntary Merger, he/she should provide a copy of the recorded document to the permitting authority. The County Recorder will return a conformed copy of the Certificate of Voluntary Merger to the Planning Department.

EXHIBIT "A"

New Legal Description

Lots _____ and _____ as shown on the plat entitled " _____ " filed
in Book _____ of Maps, at Page _____ of the Placer County Records.

As a result of Voluntary Merger _____ the above described lots are now merged into one
legally saleable parcel.